

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL
MAYOR

July 29, 2014

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

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C & C OF HONOLULU

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to budget execution authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for one (1) full-time Liquor Control Investigator II position for the Department of Budget and Fiscal Services/Honolulu Liquor Commission (HLC). Additional required information on the position is as follows:

1. Type of Temporary Position Required:

One (1) full-time Liquor Control Investigator II (LCI) for a maximum of three (3) months as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

From July 1, 2014 to September 27, 2014, with possible extension/renewals as required and allowed under the Revised Charter of the City and County of Honolulu.

3. Cost of the Temporary Position:

The total cost is calculated at \$10,260.

4. Source of Budgetary Savings That Will Accrue to Finance the Temporary Position:

Funding is available from salary savings from the vacant position, DF286.

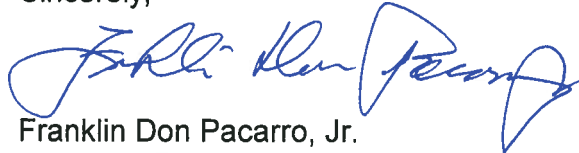
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5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

This position was recently vacated due to promotions to LCI III's. Filling the position with a contract hire will enable the HLC to maintain timely processing of field service investigations, required reports and training for investigators who are new to the Licensing Section. As soon as there are qualified applicants within the existing LCI I's, internal promotions for the position will be initiated to replace and phase out the contract hire in FY15.

If there are any questions, please call Dexter Suzuki, Administrative Services Officer, at 768-7308.


Sincerely,



Franklin Don Pacarro, Jr.
Administrator


cc: Office of the Mayor
Department of Budget and Fiscal Services
Budgetary Administration Division
Honolulu Liquor Commission

APPROVAL RECOMMENDED:



Nelson H. Koyanagi, Jr., Director
Department of Budget and Fiscal Services

APPROVED:



Ember Lee Shinn
Managing Director